



Policy: 1120
Procedure: 1120.04
Chapter: Confidentiality
Rule: Juvenile Record
Confidentiality

Effective: 10/12/07
Replaces: N/A
Dated: N/A

Purpose:

Records that are generated or held by the Arizona Department of Juvenile Corrections (ADJC) will be safeguarded and managed in accordance with Arizona law. Records that are regarded as open to public inspection will be disclosed in accordance with law.

Rules:

1. **ADJC PERSONNEL AND CONTRACTED PERSONNEL** shall safeguard juvenile files from unauthorized access by:
 - a. Marking all juvenile files "confidential";
 - b. Limiting the number of keys to file rooms and cabinets to records personnel;
 - c. Keeping an emergency key to access the file rooms and cabinets in emergency situations;
 - d. Securing all juvenile master files, health files, education files and Central Office files in locked file rooms and locked cabinets;
 - e. Storing and maintaining the official health and education files separately from individual master files;
 - i. The **MEDICAL RECORDS LIBRARIANS** shall store and maintain separately the medical and mental health records.
 - f. Limiting access to authorized users only;
 - g. Transporting files in a manner that ensures security and confidentiality;
 - h. Shredding extra copies of ADJC juvenile documents/records;
 - i. Safeguarding all electronic records which includes, but is not limited to Windows Youthbase information.
2. **ADJC RECORDS PERSONNEL** shall ensure:
 - a. Juvenile's master, health, education, separation and Central Office record's files are classified "inactive" when a juvenile has been discharged from ADJC jurisdiction;
 - b. Inactive master files are forwarded to the Central Office Records Clerk within 30 days after the juvenile's discharge for storage or destruction in accordance with the Youth Records Retention Schedule for All State Agencies – [Schedule Number: 000-07-01](#);
 - c. Juvenile files are stored at Central Office one year after the juvenile's 18th birthday;
 - d. After one year the files are forwarded to the State Records Management Division;
 - e. After an additional nine years, the files are destroyed;
 - f. Files are destroyed at an earlier date only pursuant to a court order:
 - i. Files are then forwarded to the Central Office Records Management Supervisor for destruction in accordance with Procedure 1119.01 Confidentiality for Juveniles.
3. **ADJC PERSONNEL** shall ensure confidentiality in accordance with ARS §39-121, et seq., which uniformly prohibits the release of personally identifiable information when that information might be detrimental to the person. The following juvenile data is considered personally identifiable, non-public access data:
 - a. Juvenile's name;
 - b. Juvenile's Social Security number;
 - c. Juvenile's or family's telephone number(s); and
 - d. Community or home address of juvenile's and/or parent(s)/guardian(s).

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Signature Date:
10/10/07

Approved by Process Owner:

(Signature with Credentials)

**Kellie M. Warren, Assistant Director of Programs and
Institutions**

(Printed Name of Signatory)

Effective Date:
10/12/07

Director's Initials
